



CJIS Board Meeting

Thursday, March 10, 2011, 1:30 PM – 3:30 PM

DOT, Room 10B – Bismarck, ND

Attendees: Russ Buchholz, Dallas Carlson, Glenn Ellingsberg, Teri Evenson, Lisa Feldner, Bob Gordon, Sally Holewa, Kelly Janke, Dave Kleppe, Mike Lynk, Jim Page, Chuck Placek, Lyle Ripplinger, Pam Schafer, Kara Schmitz-Olson, Cher Thomas, Tom Trenbeath, Judy Volk, Amy Vorachek, Keith Witt

1. Approve Meeting Agenda/Minutes

Chuck Placek asks for a motion to approve the agenda. Keith Witt makes a motion to approve the agenda, Tom Trenbeath seconds the motion. No one opposes.

Chuck Placek asks for a motion to approve the minutes. Keith Witt makes a motion to approve the minutes, Mike Lynk seconds the motion. No one opposes.

2. JIFS Study Update

- a. The Attorney General's Office along with CJIS contracted with Jim Page to conduct a study of the justice system.
- b. The study will look at how criminal justice information is currently collected, stored, managed and consumed. The reason for the study was agencies were wondering what is the next steps and how can we make better use of the information we have?
- c. The planning, data gathering and analysis phases have been completed. The next step is to put together a conceptual design. Jim will have this study concluded by the end of July.
- d. Jim presented a PowerPoint presentation. He highlighted, "bond and conditions of probation are topics that multiple jurisdictions would like to have, along with a one-stop-shop of criminal justice information."
- e. He identified six key solutions for analysis papers; LEA-Field Operations, LEA-Jail Operations, City & State's Attorneys, District Court, DOCR, and AGO-BCI & CJIS.
- f. Jim will finish the analysis papers by the end of March. These will be sent to the CJIS Board for review and input.

3. Legislative Update

- a. The CJIS budget passed the House. The Senate hearing went well.
- b. The question arose if we need to ask the Senate to amend funds back into the special project budget. Pam Schafer stated that CJIS will be asking for carryover money from OMB and that will suffice as more human resource efforts would be required. The CJIS Board did not take action on this.

4. CJIS Temporary Position

- a. CJIS interviewed two candidates and plan to have a second interview for one. He will not be available until May 1, if the position is offered.

- b. There have been a limited number of candidates. Pam worked with Sally's office as they appear to have a larger candidate pool. It was noted that the Court's offer full health insurance and paid time off for temporary positions.

5. Local RMS Interface fees

- a. This was deferred from the last meeting due to the limited attendance. The CJIS Board wanted to review estimated costs.
- b. The large (4) and medium (6) agencies were used to prepare the quote. Pam handed out estimated costs for CJIS Integration with the Big 4, Mid Six, and Grafton PD/Walsh County. The total estimated interface fees are \$168,000 and estimated maintenance fees are \$24,776.
- c. Grafton PD/Walsh County Sheriff's Office has contracted with Zuercher Technologies. Every agency that leaves LERMS is potentially an additional interface to the Portal.
- d. The mission is that agencies get the interface and the committee needs to decide who will be covering the maintenance fees. One comment was if an agency wants to share information then they should pay for the maintenance fees.
- e. Sally Holewa said she believes the interface between law enforcement agencies and CJIS is of value to both sides. Sally Holewa moved that CJIS pay the initial interface fee, subject to appropriation levels. She further moved that contingent on the agency being able to accurately provide a specific maintenance fee for the interface, that CJIS pay one-half of the annual maintenance fees, subject to appropriation levels. She further moved that we provide the same benefit to Burleigh and Minot. Tom Trenbeath seconded the motion. The motion carried, no one opposed.

6. DNA Inquiry Solutions

- a. Cher Thomas discussed the meeting that was held with AG, CJIS, and law enforcement, to find out what the problems are with DNA reporting. State Radio was not at the meeting, it was an oversight and they will be included in future meetings.
- b. The Problem: There are current offenders that DNA is needed from. This is an ongoing issue and there is a need to formulate a solution to obtain this information.
- c. Cher will be putting together information to send out to members to approve the solution.
- d. After the Joint Sheriff's and Chief's meeting in January at NDACo, Mike proposed State Radio could provide support to help with the issue. Mike did not pursue this with State Radio's vendor due to keeping the task in the AG's office.
- e. Once the committee approves the strategy it should not take more than a couple months to implement.

7. Disaster Recovery

- a. Lisa Feldner reported on Disaster Recovery. With the power outage in January, the Legislature asked about disaster recovery for CJIS. How would this affect law enforcement and what information would they immediately need?
- b. OMB is putting in another redundant power supply into the data center by the end of June.
- c. If we need funding we need to look at that. It is estimated \$200,000 taken out of current budget to bring up infrastructure. Motor Vehicle and Driver's License records are critical.

- d. We need to go back to our stakeholders and find out what is an acceptable time that they can be down and rank by importance which data record is most crucial; then we can develop a procedure.
- e. Sally asked Mr. Page to share any information that he has collected that could be useful.
- f. Pam and staff will work on this and have a draft back to the committee by Monday or Tuesday so it can be sent out next week.
- g. Tom Trenbeath made a motion to move forward in preparing a survey to all portal users, LERMS and STARS and possibly SAVIN. Russ Buchholz seconds the motion. No one opposed.

8. CJIS Program Status

- a. Pam reported on the CJIS Project Status:
 - <http://www.nd.gov/cjis/status/docs/2011/2011-02.pdf>
- b. Amy presented the Registration Link proposal that she had presented to the CJIS Board last year. Last year she felt the service was too new and wanted to wait a year before pursuing. Currently, each agency has their own offender ID and because of this users have to register for each module. The Registration Link enhancement will look for characteristics to link offender records together. SAVIN is not under the President's budget this year and we want to include everything we may need a grant for. The interface fee is \$45,000 and annual support is \$3,000. There is an annual support fee after the grant is finished. This grant does not require a match. Tom asked if we have spending authority, Pam responded we have federal authority built in the budget for grants. Tom Trenbeath makes a motion to move forward in pursuing the grant. Lisa Feldner seconds the motion. No one opposed.
- c. VINE is up and running in Cass County.
- d. The hunting and fishing licenses are live in the CJIS Portal.
- e. 2010 Year End - CJIS Quarterly Statistics are available:
<http://www.nd.gov/cjis/portal/docs/2010/10Q4.pdf>

9. Current Projects

- a. Courts
 - Odyssey target date to go live is April 11, 2011 for the whole state.
 - Counts plan to interface with CJIS and integrate with the STARS (JustWare) system.
 - SAVIN integration is the beginning of May, 2011.
 - Sally commented on survey results:
 - 30 law enforcement agencies are unaware of CJIS and 12 felt they had no need for it. Pam stated that the agencies were potentially looking at LERMS and not CJIS as these were sent to CJIS Portal users.
 - A high number of individuals did not like site visits
 - 25% said site visits are moderately to not important. Chuck stated there is a need to get the information out there.
- b. Attorney General

- New link to the AG applications system. The ND SLIC form will be made available first and where you can see the crime lab system amongst other things. This should be up in July.

c. DOCR

- The DOCR is up and running with child support viewing.

10. **Next Meeting** May 12, 2011, NDACo Board Room @ 1:30PM

11. **Adjourn** – Lisa Feldner adjourned the meeting at 3:00pm.